

GLENBROOK SCHOOL

Student Handbook

Approved by:

- **Louisiana State Board of Education**
- **Mississippi Private School Association**
- **Southern Association of Colleges And Schools**

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ACT Code Number
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VISION STATEMENT

Providing a complete education in preparation for college and life

PHILOSOPHY OF GLENBROOK

Glenbrook School is designed to provide academic excellence. The administration, faculty, patrons, parents, guardians, and students feel it is the responsibility of the school to provide maximum growth in the field of education. The course of instruction is thorough and is designed to cultivate in the student self-reliance by teaching him to think, not merely accumulate facts. It aims to provide an exceptional foundation for all students after they leave Glenbrook.

Glenbrook's enrollment is composed of different socio-economic and geographically-located students; therefore, it is necessary to offer a wide range of curriculum choices to see that each student's primary needs are met. The school's basic function is to prepare students to enter college life, but its curriculum also provides experiences for those who do not plan to attend college.

In order to achieve these goals there must be complete cooperation among the administration, faculty, patrons, and students. Glenbrook realizes that each student's needs may vary; consequently, all must work jointly to see that these needs are met. It is the responsibility of the school to motivate each student by challenging him so that his mind, curiosity, and creative abilities may be used to the fullest extent. The reward for this joint effort will be an exceptional academic foundation that all Glenbrook graduates will enjoy the rest of their lives.

MISSION

Glenbrook School is an independent, co-educational, college preparatory school committed to the pursuit of excellence in education for its students.

The purpose of Glenbrook School is to promote the development of the child: academically, socially, aesthetically, and physically. The school recognizes the responsibility it shares with the home in the development of ethical and moral values.

CODE OF ETHICS

Glenbrook School adheres to the Code of Ethics as prescribed for MAIS member schools. Guidelines are printed in the MAIS handbook. If you desire to review these established derivatives, inquire at the Glenbrook School office.

NON-DISCRIMINATORY POLICY

Glenbrook School admits students of any race, color, or national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of

race, color, or national and ethnic origin in administration of its educational policies and athletic and other school-administered programs.

ADMISSIONS POLICY

Glenbrook School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

The following is the criteria used to admit prospective students to Glenbrook School:

1. Successfully completed the grade-appropriate sections of Graduate Exit Exam.
2. Passed attempted core-curriculum classes.
3. No violation of drug, alcohol, firearm, or behavioral regulations.
4. Scored average or above average on ability test.
5. Recommendation by former principal and/or teacher(s).
6. Interview with each applicant and his/her parents.

Every new student enrolled is on probation for the first semester.

PART I: ACADEMICS

Homework and the development of student's independent study skills are encouraged at Glenbrook School.

Grading Scale:

100 – 94	A
93 – 86	B
85 – 75	C
74 – 68	D
67 – 0	F

The students must have the number of Carnegie units shown to be classified at the following grade levels:

Grade Level	Carnegie Units
9	0-4 ½
10	5-10 ½
11	11-16 ½
12	17 or more

Signing Papers:

In the grades 1-6, signing papers are sent home each Tuesday. They are to be signed by the child's parent or guardian and returned the following day.

Progress Reports:

Students who are not performing satisfactorily in their course work receive progress reports at the end of the third week of each six weeks. The progress reports are to be signed by the student's parent(s) and returned to the teacher the following day. If the student fails to turn in a signed progress report, he/she will be issued a Behavior Ticket.

Failing Grades:

A student whose average for the first and second semesters does not equal or exceed sixty-eight percent (68 %) will receive a grade of "F" in that course for the year. A student will receive ½ credit for a passing semester average. If a student fails two subjects, then the student will not be promoted to the next grade level.

STUDY TIME FOR EXAMS

At the teacher's discretion, study guides may be given to the students at least one week prior to exams. The teacher will continue to teach new material, review the study guides, and give tests until two days to the exam.

MID-TERM AND FINAL TEST SCHEDULES

Day One (odd period classes tested)

Day Two (even period classes tested)

Mid-term and Final Tests will consist of a written comprehensive assessment and essay or report. Each teacher will determine the type of writing assignment—essay written in class, essay written at home, or report written at home—that is appropriate for the content area that he or she teaches. The essay or report of the exam may constitute no more than 40% of the grade.

Final Test Exemptions:

Final Exams for 7th –12th grades: To be eligible for exemption from an examination a student must earn an “A” in that course each six weeks.

Report Cards:

Report cards are given to the students at the end of each six weeks in grades kindergarten through twelve. The report cards are mailed to parents at the conclusion of the year. Each six weeks, the report card is to be signed and returned to the homeroom/first period teacher the following day. If the student fails to turn in his/her signed report card, he/she will receive a Behavior Ticket.

Incomplete Grades:

An “I”, meaning Incomplete, indicates that a student has failed to do some portion of the required work. It is the student’s responsibility to hand in all work necessary to remove the incomplete within **two** weeks after he receives the report card; failure to do so will result in the student’s receiving an automatic “F” for the six weeks. An “I” will be calculated as an “F” for GPA purposes.

Honors Courses:

Honors courses are offered in some subject areas. The criteria for selection are teacher recommendation and previous academic progress. The classroom teacher will add 3 percentage points to each six weeks grade, midterm test, and final test. **An honors course will count one additional quality point.**

Accelerated Reader:

Accelerated Reader helps create excitement for reading in three easy steps. Moreover, it helps teachers continuously guide students to books that will maximize growth.

- 1. Student Reads a Book.** Students choose books from the Glenbrook library at their appropriate reading levels and reads them at their own pace.
- 2. Student Takes a Quiz.** The six weeks reading grade for elementary students and the English grades for grades 7-12 reflect the students’ performances on the Accelerated Reader quizzes taken. It is important for students to reach their goal.
- 3. You Get Information.** Teachers and students get immediate information feedback on the reading and vocabulary progress of each student.
- 4. AR is part of reading or English grade.** The student’s six-weeks AR goal and his/her AR test average are calculated together for a grade that is added to the overall student’s grade in reading or English.

For more information, check out the following websites:

www.glenbrookschool.com

www.renlearn.com

Birthday Book Club:

Students are invited to join the Birthday Book Club. For the student to participate, parents will donate \$25.00 to the library in honor of their child's upcoming birthday or belated birthday. Please make checks payable to Glenbrook School Birthday Book Club.

A bookplate will be placed in the front of the book with the student's name, birthday, and the donor's name. Each child who has a donation in his or her name will also receive a personalized card on his or her birthday. On the elementary student's special day, or on a school day near that date, the book will be presented to the student during a special snack time by an administrator. The student will be the first person to "check out" the book. (If the student has a summer birthday, a book could be donated in May or August!) Each student will be invited to join other Birthday Book Club donors at a celebration held during the school year.

Summer Reading:

The Summer Reading is a requirement for all students who are entering grades 4 - 12 and who have registered before July 15, 2011.

Students in grades 4-6 must read two books for the summer for their grade level. The website has more information regarding the titles and authors of the assigned books.

Students in grades 7-12 read the two assigned books. (Titles and authors of assigned books are on the Glenbrook website.) Students who are enrolled in the "Honors" classes will be administered standardized objective tests (true/false, multiple choice, matching, completion, etc.) at the beginning of the 2010 - 2011 school year. Students who are enrolled in "Regular" classes will be tested through the AR program. The scoring of the tests will be according to a set scale for summer reading. The normal grading scale will be modified for scoring this program. The grades on the tests will be averaged with the English/Language Arts grades for the students first six weeks' grade. The modified grading scale will be given to each English/Language Arts teacher at the beginning of the school year.

Louisiana Virtual School (LVS) Courses:

The Louisiana Department of Education in partnership with The Louisiana School for Math, Science, and the Arts provides Louisiana high school students access to standards-based high school courses delivered by Louisiana teachers through The Louisiana Virtual

School (a BESE 8g funded project). Students in LVS utilize the web, email, and other online and offline resources to complete a rich course of study in a multitude of courses. Students may schedule courses during their spring advisement appointment. The cost per course is \$150.00 per student. The cost for courses required for TOPS or Core Four which are not offered in the regular schedule are incurred by the school.

Independent Study Courses:

LSU INDEPENDENT STUDY PROGRAM

1) General Guide Lines

The purpose of the Independent Study Program is to offer the student an opportunity for program enrichment. It is not to be a substitute for regular school offerings.

Enrollment in Independent Study will be affected by student interest, availability of an advisor, and the student's demonstrated ability to complete successfully his or her other subjects while pursuing Independent Study.

CAUTION should be exercised by teacher advisors in assuming responsibility for an independent project for seniors whose graduation is contingent upon successful completion of the project.

2) Role of The Independent Study Program Teacher

The Independent Study Program is not a part of the teacher's assigned daily schedule. Any teacher who serves as an Independent Study Advisor will do so on a voluntary basis.

The Independent Study Program teacher must be willing to assume the following responsibilities:

Review the student's application. Recommend the student to the Headmaster for acceptance as an Independent Study participant. Develop target dates for phases of the student's study. Meet with the student a minimum of one hour per week during the semester.

3) Role of the Independent Study Program Student

The student must secure a faculty sponsor who is willing to be his or her advisor.

The student must secure the form for independent study from the counselor. The student must return the completed form (which includes the written approval of the Headmaster) to the counselor by the end of the 4th week of the semester in which the program will commence.

Following application approval, the student is expected to complete his or her work in accordance with the procedure outlined in the application and within the specified time limits.

Vocational Courses:

There is an articulated credit agreement with Glenbrook School and the Louisiana Technical College-Northwest Campus for several of the programs offered. Check with Glenbrook's counselor for more information. For tours of the college, contact the Director of Student Services.

Science and Social Studies Fair:

Students in grade 4 will take part in Glenbrook's annual social studies fair. They may elect to participate in the science fair.

Students in grade 5 will take part in Glenbrook's annual science fair. They may elect to participate in the social studies fair.

Students in grades 6-12 enrolled in science and/or social studies will take part in Glenbrook's annual science/social studies fairs. A student may decide in which fair he/she chooses to participate. Students enrolled in honors classes are required to complete a project in that class. If a student is enrolled in both a science honors class and a social studies honors class, that student will complete a project for each class.

Field Trips:

All field trips are a part of the school program; therefore, all school rules are in effect. Failure to comply with any other reasonable requests or directions by responsible teachers/chaperones may be cause for immediate action resulting in detention, suspension, or expulsion. A student in serious violation of school rules may be sent home at the discretion of the sponsoring teacher and consulting administrator and at the expense of the parents or guardian.

Academic Rallies:

Students are selected by their classroom teachers to participate in the Louisiana Literary Rally and/or the ABC Rally based on their academic performance. The Assistant Headmaster coordinates the selection. The rules and policies regarding transportation and dress code apply to these events. If a student is selected and unable to attend, it is the student's responsibility to contact the classroom teacher in order that another student may be selected to compete.

Student Assessment:

Standardized tests are given once a year to students in grades kindergarten through nine. The Graduate Exit Exam is given to students in grades ten and

eleven. All Glenbrook students must successfully pass the Graduate Exit Exam, before they receive a state-approved diploma and are allowed to participate in the graduation ceremony. The ACT, PSAT, PLAN, and ASVAB are also a part of the assessment process.

Headmaster's List:

If the student obtains all A's in each course for a six-week grading period, he will earn a place on the Headmaster's List.

High Honor Roll:

If a student achieves a grade point average of 3.50-3.99 and grades no lower than a "C", he will earn a place on the High Honor Roll.

Honor Roll:

If a student achieves a grade point average of 3.00-3.49 and grades no lower than a "C", he will earn a place on the Honor Roll.

Academic Field Trip

Those students in grades 1-9 who score at the 90 percentile in total reading or total math will be invited to participate in a field trip and not be required to make up any work missed that day. The students in grades 10-11 who take the Graduate Exit Exam and score either "Advanced" or "Mastery" will take a field trip and not be required to make up any work missed that day.

Honor Code

Cheating will not be tolerated. A grade of "0" will be given on the test(s), quizzes, and/or assignment(s) on which cheating occurred. A Behavior Ticket will also be issued by the teacher which may result in Saturday Detention.

Dual Enrollment:

Glenbrook, in collaboration with Bossier Parish Community College, will offer courses that will provide students the opportunity to pursue college credit for a course while still in high school. The courses chosen for this project are on the Board of Regents Transfer Guide.

In order to be eligible for dual credit, students must meet the college, the Board of Regents, and Board of Elementary and Secondary Education requirements.

Service Learning

The purpose of the Service Learning Graduation Requirement is to acquaint high school students with the need to become participating agents of change by providing service to both their school and community.

Service Learning is defined as:

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.

Service learning teaches the skills of civil participation and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campus.

The Service Learning Graduation Requirement

Community involvement is critical to success in education. Student participation in community service activities build an awareness of society and a connection between classroom and real world issues. Service Learning is a method through which students learn about and develop a commitment to addressing needs in their communities. Service Learning hours provide students with the opportunity to develop a long lasting sense of responsibility to society.

Students must meet the annual requirement of **15** service learning hours plus a written reflection. Students should be encouraged to use their service learning experiences as discussion or written topics whenever appropriate as a part of class assignments.

General Guidelines

1. All services must comply with the policies of Glenbrook School.
2. Student volunteer service hours may be earned in both the school and or the community.
3. Services for which a student or an organization that a student belongs to receives financial/or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation

in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a charity. Another example, the school chorus puts on a performance at which admission is charged and all of the proceeds less the cost of cleaning their uniforms are donated to a charitable organization.

4. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (a) and (b) below are met:

A. The performance meets an identified community service need.

B. The performance is not a fundraiser for the organization nor the student is paid or receives academic credit. For example, students participating in the school chorus may receive hours for performing at a retirement home, charitable and civic events or for a non-profit agency.

5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event.

6. Rehearsal and practice time will count for volunteer service projects to be performed or conducted specifically to meet a community service need.

7. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.

8. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer, or dentist only when "pro bono" work is being performed. For example, if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.

9. Service performed on staff at non-profit athletic or music camps for no financial compensation will count as volunteer services hours.

10. Time out of class may not be used for hours, however a maximum of four (4) volunteer hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor's academic classes.

11. Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in

school board elections. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campuses.

12. Students may receive volunteer hours for helping at religious institutions.

13. In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a "For Profit" summer camp does not qualify for service learning.

14. Service for a student's family or family business will not count.

15. Service performed as the result of disciplinary action taken by the school or the courts will not count.

16. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.

17. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.

18. Babysitting, or similar services, performed for an individual family, will not count. Babysitting services for school related activities will count.

19. Volunteer hours may not be certified by a family member or fellow student

20. Service hours will not be awarded for any in kind or monetary donations of any kind including canned food collections, toy collections, etc. For example, a service hour value cannot be established for the donation of a specific number of cans of food. The time spent collecting the cans of food (as long as it does not occur during the school day) can count.

21. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can count.

22. Hours spent helping others (not family members) in disaster preparations or clean up may count.

23. A letter on the organization's letterhead must be obtained by the student to document the volunteer hours spent. The student must collect the letters and submit them to their social studies teacher listed in the table below on the day of that class' final test. The Service Learning hours will be 25% of the final exam grade.

Grade	Teacher
7 th	7 th Grade History
8 th	LA History
9 th	Free Enterprise
10 th	World Geography or World History
11 th	American History
12 th	Law Studies or Sociology

Appeals Process

If a student's volunteer hours have been denied by the school, the student may appeal that decision to the Headmaster or designee. The appeal must be in writing, and copies of the letters referencing the hours in question must be attached.

Graduation

Senior Projects/Internship:

Senior projects are a mandatory requirement for graduation. The projects/internship is coordinated by an assistant headmaster. Exception: In order to participate, a student must successfully complete all course work.

Valedictorian and Salutatorian:

A student must be enrolled at Glenbrook School as a student for the entire junior and senior years to be considered for valedictorian or salutatorian. Class rankings are determined by quality points divided by credits attempted.

Requirement for Graduation

Glenbrook School does not offer the Louisiana Basic Core Curriculum. The successful completion of the Core 4 Curriculum listed on the Louisiana Department of Education website (http://www.doe.state.la.us/topics/grad_reqs.html) is Glenbrook's adopted graduation requirement.

TOPS Requirements

For information regarding TOPS, check the Louisiana State Department of Education website (<http://www.doe.state.la.us/topics/tops.html>).

TOPS Award Letter

Students will receive their notice of award by August from Louisiana Office of Financial Assistance.

School Records:

Transcripts

Unofficial transcript

To request an unofficial transcript, contact the school counselor.

Official transcript

Louisiana colleges obtain official transcripts through the TOPS website. At a student's request, Glenbrook will provide out-of-state colleges with official transcripts. Please allow two weeks for this process.

College Planning Timelines

Senior Timeline

The twelfth grade year begins with thinking of the final steps to be made to make a choice from the post-secondary plans you have made. You must start final selection and financial aid early.

Month		Things to do:
August	<input type="checkbox"/>	Continue to concentrate on academic preparation. Your GPA counts!
	<input type="checkbox"/>	Finalize your resume. Think about whom you will ask to write your letters of recommendation.
	<input type="checkbox"/>	Organize a calendar with important dates and deadlines. Make certain that you target early decision deadlines of schools in which you are interested.
	<input type="checkbox"/>	Obtain testing schedule for SAT I, SATII, ACT.
September	<input type="checkbox"/>	Identify the top five colleges and/or technical schools in which you are interested. Request catalogs and admission information from each of them Use the www.laeportal.com website for online application in the state of Louisiana. Obtain additional applications and admission procedures from the counseling office.
	<input type="checkbox"/>	Seek scholarships that will provide you financial support.
	<input type="checkbox"/>	Register for the SAT I, SAT II, ACT. Remember that you must take these tests at least six weeks before the scores must be submitted to colleges.
October	<input type="checkbox"/>	Apply to schools with early admission application deadlines. Be certain to request that a six-semester transcript be sent from the counseling office.
	<input type="checkbox"/>	Check with counselors on dates and locations for College Fairs. Talk with military, technical school and college representatives at the fair.
	<input type="checkbox"/>	Mail military academy applications, if applicable.
	<input type="checkbox"/>	Take the SAT I, SAT II, ACT, if needed.
	<input type="checkbox"/>	Work on application essays.

	<input type="checkbox"/>	Ask teacher(s) to write and submit letters of recommendation and add to electronic resume.
November	<input type="checkbox"/>	Write a letter or send an email to the Financial Aid offices of the school you are interested in, requesting information about financial aid and scholarships.
December	<input type="checkbox"/>	Keep a file of all correspondence--emails and/or regular mail.
	<input type="checkbox"/>	Continue to visit with people employed in your occupational interest area(s).
	<input type="checkbox"/>	Parents: Save your year-end payroll stub if it shows your earnings for the year. You may need it for financial aid eligibility reviews by colleges. Get your income tax returns prepared early—colleges may request them.
January	<input type="checkbox"/>	Attend TOPS/Financial Aid night with your parent.
	<input type="checkbox"/>	Complete the Free Application for Federal Student Aid (www.laeportal.com . Or www.fafsa.ed.gov You will need help from your parent. It may be submitted after January 1.
February	<input type="checkbox"/>	Double check NCAA Clearinghouse certification applications, if you intend to participate in college athletics.
	<input type="checkbox"/>	Rank your finalized list of colleges.
	<input type="checkbox"/>	Look for Pell Grant program information in your Student Aid Report.
March	<input type="checkbox"/>	Still undecided about the future, make an appointment with your counselor.
April	<input type="checkbox"/>	Watch the mail for college acceptance letters. Compare the financial aid and scholarships awards you receive.
	<input type="checkbox"/>	Make a final decision and send in a deposit by the deadline.
May	<input type="checkbox"/>	Complete your senior project.
	<input type="checkbox"/>	Contact the other colleges' admissions and financial aid offices that you will not be attending.
	<input type="checkbox"/>	Attend awards night(s) and graduation.
	<input type="checkbox"/>	Remember to thank the school personnel who have helped you.
	<input type="checkbox"/>	Remember to thank your parents who have supported you.
	<input type="checkbox"/>	Request a final high school transcript be sent to the university, college, or technical school.
	<input type="checkbox"/>	Register for summer orientation programs at the school you will attend in the fall.

Junior Timeline

The eleventh grade year is one in which the post-secondary process begins. It is a very important year! If you follow the timeline below, you will experience a smooth transition into your senior year.

Month		Things to do:
August	<input type="checkbox"/>	Continue to concentrate on academic preparation. Your GPA counts! It is the GPA at the end of the junior year that you use for college applications in the fall.
	<input type="checkbox"/>	Continue to study nightly and stay focused.
	<input type="checkbox"/>	Set personal goals for academic achievement and ensure you are working toward your goals.
September/October	<input type="checkbox"/>	Identify 10 college and/or technical schools in which you are interested. Plan to apply to 3-5 colleges. Use the www.laeportal.com website.
	<input type="checkbox"/>	Plan ahead for major project deadlines.

	<input type="checkbox"/>	Continue with extra-curricular activities. Learn all you can from these experiences by identifying your personal abilities, aptitudes and interests.
	<input type="checkbox"/>	Review the PSAT bulletin and determine if you are going to take the PSAT this year. Seek help from your counselor, if you have questions. This test is needed to qualify for National Merit Scholarships for the senior year.
	<input type="checkbox"/>	Check with counselors on dates and locations for College Fairs. Talk with military, technical school and college representatives at the fair.
	<input type="checkbox"/>	Take PSAT (optional).
	<input type="checkbox"/>	Attend your junior advisement appointment with your parent(s) . Carefully consider your course choices and career goals. If you have questions, make a follow-up appointment with your counselor.
November	<input type="checkbox"/>	Review requirements for joint enrollment/post-secondary options.
December	<input type="checkbox"/>	If you took the PSAT, review scores with your counselor.
	<input type="checkbox"/>	Obtain testing schedule for SAT I, SAT II, ACT.
	<input type="checkbox"/>	Continue to visit with people employed in your occupational interest area(s).
January	<input type="checkbox"/>	Seriously think about your post-secondary plans.
February	<input type="checkbox"/>	Assemble your list of colleges/technical/specialty schools. Contact military recruiters, if appropriate.
	<input type="checkbox"/>	Consider taking the Armed Services Vocational Aptitude Battery (ASVAB) which provides career information.
March	<input type="checkbox"/>	Take the Louisiana High School Graduation Test (Science and Social Studies).
	<input type="checkbox"/>	Register for the SAT I, SAT II, and/or the ACT.
April	<input type="checkbox"/>	Keep your portfolio updated and continue to keep copies of all report cards, transcripts, registration forms, etc. and maintain electronic resume on www.laeportal.com
	<input type="checkbox"/>	Begin exploring scholarship opportunities.
May	<input type="checkbox"/>	Register for senior classes during registration/advisement make careful course selections.
	<input type="checkbox"/>	Mail NCAA eligibility, if appropriate.
	<input type="checkbox"/>	Take the SAT I, SAT II, ACT, if needed.
	<input type="checkbox"/>	Remember, the counselors in the counseling office are available to help you. Contact your counselor regarding your concerns.
June	<input type="checkbox"/>	Take SAT I, SAT II, or ACT, if you did not take in May.
	<input type="checkbox"/>	Make campus visits to technical schools and/or colleges.
	<input type="checkbox"/>	Begin working on college applications.
	<input type="checkbox"/>	Visit universities, colleges and technical schools and select five.
	<input type="checkbox"/>	Read as much and as widely as you can during the summer.

Sophomore and Freshmen Timeline

Your choice of a college or university can influence the course of your life for many years after graduation, so don't discount this decision. You need to begin now deciding what you would like in a college. Find out about the different types of colleges, and decide which characteristics of colleges are most important to you. Attending college fairs can help you get an idea of what is out there.

One of the factors that will help you choose a college is what you'd like to do once you have finished college. Think about career possibilities, and explore different occupations or professions. Check out the following website: www.laeportal.com

Most importantly you need to review your high school coursework and activities. Keep in mind that colleges will look for challenging coursework, a good grade point average, and extracurricular activities: sports, volunteer work, church, community involvement, etc.

Study and register for the Preliminary Scholastic Aptitude Test (PSAT). Taking this test will help you prepare for the standardized tests—the SAT and ACT. Plus, if you do particularly well on the PSAT, you may be eligible to receive a National Merit Scholarship. After taking the prep courses, plan to take both the ACT and SAT tests.

Freshman & Sophomore Years	☐	Establish a good attendance record. Attend classes every day!
	☐	Develop a serious attitude toward your studies. Be organized and keep up with your assignments. Your GPA counts!
	☐	Develop good study habits. Study nightly and stay focused.
	☐	Use the www.laeportal.com website. Begin working on your electronic resume. Keep all artifacts of activities and awards.
	☐	Plan ahead for major project deadlines.
	☐	Continue with extra-curricular activities. Learn all you can from these experiences by identifying your personal abilities, aptitudes and interests.
	☐	Set personal goals for academic achievement and ensure you are working toward your goals.
	☐	Select extra-curricular activities and get involved.
	☐	Visit with people employed in your occupational interest area(s).
	☐	Attend your advisement appointment with your parent(s) . Carefully consider your course choices and career goals. If you have questions, make a follow-up appointment with your counselor.

Comparison Worksheet/Choosing a Campus

Go to www.laeportal.com to complete the following chart. This site gives information regarding Louisiana colleges and technical schools.

Category	Description Name of school	Choice #1	Choice #2	Choice #3
Location	Distance from home			
Size	Student enrollment Physical size			
Environment	2 year, 4 year, technical, specialized rural, urban, suburban nearest city co-ed, male, female religious affiliation			
Admission Requirements	Deadline Tests required Average test Scores GPA (numeric) Rank in class			
Academics	Majors offered Special requirements Class size			
College Majors	Liberal arts Interdisciplinary Pre-professional Specialized			
Expenses	Tuition, room and Board of Education Estimated total budget Fees and deposits			
Financial Aid	Deadline % receiving aid Scholarships Work study			
Housing	Dorm hall requirement Off-campus housing Food plan			
Facilities	Academic Recreational Other			
Activities	Clubs Greek life Athletics			
Campus Visits	Dates Contact person			
Choice	Mine Mine and parents Primarily parents			

ATTENDANCE

Attendance Requirements:

This is to advise you of a policy enacted by the Louisiana State Department of Education and the Louisiana State Board of Secondary Education as set forth in Bulletin 741, "Handbook for School Administrators," revised in May 2007.

In order to be eligible to receive grades, secondary students must be present a minimum of 80 days per semester. Elementary students shall be in attendance a minimum of 160 days a school year.

Absences:

A student who is absent must have a parent or guardian phone the school as early as possible on the day of the absence. Upon returning to school, the student **must bring a note**, describing the reason for his absence, signed by the parent or guardian, to the office before he will be admitted to class. On the day of his absence, a student may not participate in any athletic practice or event nor in an extra-curricular school activity without the specific permission of the Headmaster.

Perfect Attendance:

Students who obtain do not miss any school days will receive a Certificate of Perfect Attendance at an academic awards ceremony.

Assignments:

Requests for assignments for high school students are to be made by 9:00 A.M. in order for parents to pick up assignments after 2:00 P.M. Parents of elementary students who are absent for more than three days are asked to call the school office and request missed assignments by 9:00 A.M. and pick the assignments up after 2:00 P.M.

Excused Absences:

Elementary Students

On the second day of a student's return to school, the student must present complete class work missed during an excused absence of three or more days. For one or two day absences, assignments will be made-up during the student's enrichment time.

Students in Grades 7-12

Students should make up work missed during the excused- absence period.

Missed days will be counted in the overall ten days. Absences will be excused for the following reasons:

- **Personal illness, if attendance would endanger health.**
- **Serious illness in the immediate family.**
- **Death in the immediate family.**
- **Participation in school activities approved by the school office.**

- **Travel with pre-approval by the Headmaster.**

A student who is absent prior to a planned and announced quiz, test, or assignment shall take that work on the day he returns to school/the day of the test or planned activity. This work must be completed by the second day of his/her return to school. It is the student's responsibility to see his/her teacher about make-up class work. Lack of cooperation on the part of the student in making up work in a timely manner will result in a grade of zero ("0") for the missing work. A student is **not** exempt from planned activity or test as a result of a prior absence. It is the student's responsibility to be prepared for that test or planned activity.

Tardiness:

There will be **NO** excused tardiness. Students who are not present in their assigned homeroom/classrooms when the homeroom/ classroom bell rings are considered tardy and will receive a Behavior Ticket. (If late more than 15 minutes, student will be counted as absent.)

Note: Tardiness is to be re-calculated at the end of the first semester.

Scheduling:

All students must schedule classes consecutively at their scheduled advisement session with the counselor or assistant headmaster of curriculum and instruction. No student may leave the campus and return for a class without the permission of the headmaster or the assistant headmaster.

Saturday Testing:

If a student in grades 7-12 misses a test(s) and has an excused absence (note explanation below), he/she shall make up the test within the following **TWO (2)** Saturdays. Testing begins at 9:00 A.M. Students arriving after 9:10 A.M. will not be allowed to take a test. If a student is tardy, the Saturday testing teacher will write the time that the student arrived. If a student has more than three (3) tests to make up, the student must check with the teacher(s) in order to reschedule the additional tests before the end of the school day on Friday.

An excused absence must be submitted to the school office prior to noon on Friday. A telephone call from the student's parent(s) or a note signed by the parent(s) will be considered excused if it is one of the following:

- A. Personal illness, if attendance would endanger health
- B. Serious illness in the immediate family
- C. Death in the immediate family
- D. Participation in school-sponsored activities or in activities approved by the Headmaster (i.e., ACT, SAT, CLEP Testing, etc.)
- E. Travel – prior approval by the Headmaster.

The re-scheduling of test(s) must be approved by the Headmaster prior to the make-up date.

Dress for the Saturday testing session is the regular school uniform or the Friday uniform. If a student arrives for testing and is not properly dressed, he/she will not be allowed to test. If this occurrence is the second Saturday of the allotted time period, the student will receive a zero(s) for work missed.

If a student is absent from Saturday testing, the faculty member will write the date and "no show" on the student's paper(s). Folders will be submitted to the Assistant Headmaster of Curriculum.

Checking Out:

Students who find it necessary to check out during the school day must be given permission to do so from the office personnel. No student will be allowed to leave school without parental permission. All students must follow the check out procedure.

- Office personnel must speak with parent
- Student receives check out slip to present to his/her teachers
- Student must sign check out sheet. If a student leaves during the school day, he/she is responsible for **all** missed work.

Failure to follow this procedure may result in suspension.

PART II: General Rules and Regulations

A Board of Directors Committee made the recommendation on August 3, 2010, to adopt an updated Dress Code Policy. The Board of Directors approved the recommendation and requested approval from the Trustees. The Trustees have reviewed and adopted the outlined dress code below, which will be effective beginning with the 2006-2007 school year.

Glenbrook School students are required to be neat and clean in their dress and appearance. Each student is expected to adhere to this dress code during each school day and at all school-sponsored academic events, either on or off campus. If, in the judgment of the administration, a student is dressed inappropriately, the student will be required to change clothes in order to conform to the dress code before returning to class. Time out of class because of violations of dress code will be regarded as unexcused. Additional disciplinary measures may be taken if deemed necessary by the administration. The administration is the final authority on all matters relating to dress code. The administration may allow deviation from the dress code for specific events or special occasions at

his/her discretion. The following are guidelines to be followed by all students.

SHIRTS:

Uniform-style Polo - Short or long sleeve, **NO** 3/4 length sleeve allowed.
Colors: Solid White, true Red, true Navy (no maroon or black)

Oxford - Short or long sleeve pin-point buttoned-down oxford. Colors:
Solid White

1. Only 2 to 3 button polos will be allowed.
2. Only Glenbrook approved logos are allowed
3. Shirts must be tucked in. NO tight-fitted or see-through shirts may be worn.
4. Students may unbutton no more than one button at the neck.
5. **ONLY Solid White (no writing or designs)** undershirts may be visible under the polo and/or oxford shirt.
6. Long sleeves may not be worn under short sleeve shirts.

PANTS/SHORTS:

Plain or pleated front **uniform-styled** khaki pants, navy pants or shorts only (shorts must be above the knee but no shorter than 4" above the top of the knee)

1. Khaki color to be classic or standard khaki (**with or without flaps or buttons**)
2. Belts **with buckles** must be worn [**ONLY brown, black, or navy belts (with no decorations) are allowed and must be worn through the belt loops. NO ribbons, scarves, etc.]**
3. **NO** low rise or hip-huggers, cargos, overalls, western cut, capri, drawstring or elastic waists, athletic or mesh pants or shorts, and no corduroy or stretch fabrics
4. **NO** frayed or holey khakis will be allowed
5. **K-6th Grade** may wear elastic waist pants or shorts and are **preferred in grades K-1st**

SKIRTS:

Plain or pleated front **uniform-style** long (below the knee) trouser skirt
Kick pleat skirt no shorter than 4" above the top of the knee

1. No jumpers, skorts, dresses or any other style of skirts
2. K-3rd Grade may wear navy or khaki jumpers or skorts with uniform polo or blouses; jumpers or skorts are to be no shorter than 4" above the top of the knee

SWEATSHIRTS:

Colors: **Only** solid red, navy, white or gray; [Glenbrook approved logos (**purchased through a Glenbrook Organization, such as softball, golf, etc**) and only red, navy, white, or gray]

No hooded sweatshirts may be worn in the building/gym.

SHOES/SOCKS:

1. Closed toe shoes must be worn.
2. All shoes must be worn with socks that cover the entire foot
3. **NO** Crocs
4. **NO** boots

OUTERWEAR:

Coats are considered **heavier weight** outerwear. Students in grades 7-12 must store their coats in their lockers. Coats are not to be worn to class. There is no color restriction.

1. No coats longer than below the knee
2. No offensive logos

Jackets or sweaters are considered **lighter weight** outerwear reaching the length of at least the waist but no longer than slightly below the waist. Jackets or sweaters may be worn in the classroom over an approved uniform shirt (or Friday shirt on Friday). Jackets or sweaters, following Glenbrook dress code policy, purchased through a Glenbrook organization are allowed.

1. No offensive logos
2. Colors: **ONLY** solid red, navy, white or grey

NO Blankets are allowed.

FRIDAY ONLY: Blue Jeans may be worn with any Glenbrook shirt (**Blue jean shorts for K-6th grades only**)

1. **No** frayed **or** holey jeans will be allowed
2. The T-shirt designated by the headmaster may be worn on Friday.
3. On Friday, athletes participating in a sporting event may wear their jerseys or a shirt approved by the headmaster and the coach.
4. Dress on Spirit Days must be Dress Code compliant.

DEDICATED UNIFORM FOR REQUIRED SCHOOL FUNCTIONS:

Grades K-6:

Red short-sleeve polo with Glenbrook Crest logo and khaki uniform-style pants/shorts

Grades 7-12:

Glenbrook uniform shirt and khaki pants

ADDITIONAL PROVISIONS:

1. Shirts tucked in and belt worn at all times
2. No caps, hoods, and/or hats are to be worn inside the buildings
3. No body piercing allowed except earrings for females
4. No visible tattoos
5. All males must be clean shaven and hair shall be neat, clean, and well-groomed, not a style of a distracting nature which draws attention to itself; sideburns shall be neatly trimmed and no longer than the bottom opening of the ears

P. E. UNIFORM CODE: 7th-12th grade P. E. students must wear the assigned attire during the P. E. period

1. Red shorts with white shirts
2. Tennis shoes ONLY on gym floor

Internet Use:

The use of the Internet by a student is a privilege, not a right, and inappropriate use will result in a cancellation of the student's privilege. The librarian, teacher, and/or Headmaster will deem what is inappropriate use; their decision is final. Students and parents must sign an Acceptable Use Policy. Students will be liable for any charges incurred due to damage of equipment or software issued to them.

Medicine At School:

A student who is taking prescription or nonprescription medicine during the school day must bring a written request from his/her parent or doctor and the medicine, in its properly labeled bottle, to the school office.

Morning and After-School Student Pick-up:

In the morning and afternoon, all students who are arriving/leaving in cars must be picked up in front of the school. No student is to be picked up at the side of

the building or in the parking lot. In the afternoon, students are to wait in designated classrooms until the duty teacher calls their names. Students not in compliance will be issued Behavior Tickets.

Cafeteria:

Students may buy their lunches in the cafeteria or bring their own lunch. All students in grades 7-12 will eat in the bleachers. Lunches brought from home can not be heated at school. Payment for lunch, if ordered, is due daily in homeroom.

There will be no for-profit deliveries made to the school.

Parents or other individuals who bring items (including lunches) to students during the school day must leave these items in the school office for distribution. Students may **not** go to the parking lot or driveway to pickup items or lunches.

A menu is available on the school website. Students in grades seven through eight are to eat lunch in the cafeteria, unless attending Bible study. All snacks are to be eaten in the gym bleachers.

Grades K-6 Cafeteria Rules

- Eat only your own food. No trading.
- Raise your hand if you need help.
- Use positive, helpful words only.
- Use voices that can only be heard at your own table.
- Eat with appropriate table manners.
- Clean your eating area.
- The last 5 minutes is quiet time. (The teacher will alert students at the appropriate time.)

Students are seated at tables with their teachers in the order they get their food. Each class sits at the same table every day. Students in grades K-6 are not allowed to use the microwaves. All students remain seated until the teacher dismisses them. Students are to clean their eating space. If the trash cans are filled, the teacher will send a student downstairs to tell the cafeteria workers.

After that initial 10 minutes, teachers are free to leave the cafeteria. If their class behaves inappropriately in the cafeteria, they must stay with their class the entire time for one week.

Students are required to sit with their classes, but each week we will have a 'Free Friday' when students can sit anywhere at their table that they want. 'Free Friday' only occurs if the classes have used inside voices and keep their eating area clean. Students are taught the first day to recognize the signal for a need in a

change of behavior. The signal is communicate through green, yellow, and red cones placed at the end of each table. The cones are used as visual cues to help students self-monitor their behavior. Duty teachers change the cones from green to yellow as a warning. The cones are turned to red if the behavior of the students at that table continues to be unacceptable. If the students at a table receive two red cones, they lose 'Free Friday'.

If only one student is misbehaving, the student is moved to a 'safe seat,' which is a desk away from the group.

Student Parking:

Every driver on Glenbrook campus is cautioned to obey all rules and maintain an attitude of safety at all times. Designated parking is assigned according to grade level. **Students are not allowed to return to their cars for any purpose without the permission of the Headmaster or his designee.** At no time is a student to remain in a parked car for any reason after arriving at school. Violation of these rules will result in loss of driving privileges and/or suspension or dismissal.

Lost And Found:

Books and other student possessions are to be kept only in lockers (high school) or classrooms (elementary). Each student is responsible for his personal belongings. The school cannot assume the responsibility for such articles.

Messages:

The office will not interrupt classes to delivery messages unless there is an emergency situation. When high school students change classes, they may check the message board, located in the high school hall, for messages.

Electronic Devices:

With permission from the Office Staff, students during non-instructional time may use the office telephone. Electronic devices may not be visible and/or heard from 7:50AM to 2:50 PM on campus unless authorized by the headmaster or assistant headmasters. If a student is in a classroom, electronic devices are not to be used. Electronic devices are the sole responsibility of the students, and even if confiscated the school assumes no responsibility for damages. Electronic devices will be confiscated for a period of time based up on the number of offenses:

First Offense:

Confiscated, but may be retrieved by the student at the end of the day. Behavior Ticket issued.

Second Offense:

Confiscated. Parent or guardian must come in person to school during school hours to retrieve the device. Parents may but are not required to retrieve the device the day of the offense. Behavior Ticket issued.

Third Offense:

Confiscated. After seven calendar days, parent or guardian must come in person during school hours to retrieve the device. Student must also serve one Saturday Detention.

Fourth and Future Offense(s):

Confiscated for the remainder of the school year, and student must serve one Saturday Detention.

Violations of other school policies may also result in additional disciplinary action. Behavior Tickets given for electron device infraction(s) are not recalculated each semester.

Miscellaneous:

- Parents or other individuals who bring items (including lunches) to students during the school day must leave these items in the school office for distribution. Students may not go to the parking lot or driveway to pickup items or lunches.
- No gum chewing.
- No food or drinks in the building.
- No seventh through twelfth graders are allowed on the playground.
- Book bags are to be placed inside the lockers and should not be left in the lobby or hallway.
- Students are not to get on the gym floor during break or lunch.
- Electronic devices are not allowed during school hours.
- The first bell rings at 7:55 A. M. Students should not arrive prior to 7:40 A.M. Students are dismissed from school at 2:50 P.M. and should be picked up at that time.
- No laser pointers unless approved by a teacher.
- Students in grades 7-12 are not to use elementary restrooms.

Standards of Student Conduct

Parents are encouraged and expected to support Glenbrook School in the rigorous enforcement of this behavior policy since discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student. The decision of the administration is final.

While on and off campus, at school-related events, and traveling to and from school, students shall conduct themselves in a manner that supports the good

name of Glenbrook School. Behavior, therefore, shall at all times be respectful, cooperative, and conducive to meeting the academic and other needs of individual students and all others in the school community.

Discipline Procedures:

Corporal Punishment

Dishonesty, fighting, major disruptions, or disrespect

In-School Suspension (ISS):

Behavior tickets issued for the following infractions will result in students serving in-school detention:

- Tardiness
- Dress code violations (including facial hair, sideburns, hair length)
- Gum, food, drinks in the building
- Parking in the wrong area
- Coming to class with book/notebook
- Littering
- Possession of radio, pager, or cell phone
- Other

Upon receiving three tickets and each additional ticket a student will serve in-school suspension the following day. In-school suspension will be served in the Room 2 at break and lunch. Rules for ISS are located in Appendix I.

Three in-school suspensions will result in a Saturday Detention.

Saturday Detention:

A Behavior Ticket issued for one of the following infractions will result in Saturday Detention:

- Cheating
- Disrespectfulness to others
- Inappropriate language or behavior
- Traffic violations (excessive speed and/or reckless driving)
- Public display of affections
- Leaving school without permission
- Other

Upon receiving three (and each additional) behavior tickets in a semester, a student must serve Saturday Detention from 8:00-12:00. A letter will be sent home regarding the offenses and the date for the detention. If a student is unable to attend the detention, the parents must submit a letter stating the reason for the absence. If a student fails to attend Saturday Detention, he/she is subject to suspension. Excessive Saturday Detentions will result in suspension.

Suspension/Expulsion

The following actions may result in suspension or expulsion:

School Violence and/or Comments:

Students are cautioned that a violent act or verbiage they use when expressing the dissatisfaction with some situation could result in serious consequences.

Drug-Alcohol Use:

No student will possess, use, transmit, or be under the influence of any tobacco or tobacco products, drugs, or alcohol on school premises during any school term or at school related activities, functions, or events.

The possession, use, or transmittal of tobacco or tobacco products, drugs, or alcohol will result in suspension or dismissal. A police officer will be present at extra-curricular activities at the expense of the sponsoring organization.

Dismissal:

On some rare occasions the objectives and standards of Glenbrook School and the actions, attitudes, and desires of students are not compatible. When this situation occurs, Glenbrook School reserves the privilege to dismiss this student. The administration has the final authority on all matters relating to dismissal.

Areas of concern that will result in immediate dismissal: Illegal drugs, alcohol, possession of a firearm/weapon(s), theft, use of inappropriate language or symbols vandalism

Pregnancy Policy:

Glenbrook School has the overriding responsibility of doing that which is in the best interest of all the students enrolled. Should a Glenbrook student be involved in a pregnancy, he/she will submit a resignation. The student or student's parents may appeal the resignation. A Board of Review will consider extenuating circumstances. The decision of the Board of Review shall be final with no appeal. Noncompliance with this policy can cause the student to be dismissed from school.

Sexual Harassment:

In accordance with Title VII of the Civil Rights Act of 1964, section 703, no student of Glenbrook shall be subjective to sexual harassment. It is the intent of Glenbrook to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the Headmaster, or Assistant Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending party will be subject to disciplinary action, including involuntary termination.

Safety and Security

D.A.R.E. Program

Drug Abuse Resistance Education (DARE), the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. D.A.R.E. is a police officer-led series of classroom lessons that teaches 5th grade students how to resist peer pressure and live productive drug and violence-free lives.

Peacemakers Program

Students are taught how to negotiate and are given opportunities to mediate their classmates' conflicts. They are given procedures and competencies to (a) regulate their behavior through self-monitoring, (b) judge what is appropriate given the situation and the perspective of the other person, and (c) modify how they behave accordingly. Students then have the opportunity to resolve their dispute themselves, in mutually satisfactory ways, without having to engage the attention of a teacher. This empowers the students and reduces the demands on teachers and administrators, who can devote less time to establishing and maintaining control over students and more time on instruction.

Drug Screening

Students in grades 7-12 enrolled in Glenbrook School will take part in periodic drug screens. This policy was adopted by the Board of Directors to serve as a deterrent to illegal drug use. The use of illegal drugs or legal drugs in an abusive manner may subject the student to a requirement of drug treatment and/or expulsion. Alcohol will be considered an illegal drug when used by a student.

PART III: ATHLETICS and Extra-Curricular Activities

The Glenbrook athletic program is an extension of the educational one. In providing these experiences, coaches are hired to teach as well as coach under the direction of the Headmaster and the Athletic Director.

Sports programs include the following:

Baseball	JV Football
Golf	JV Basketball
Tennis	Elementary Basketball
Basketball	Fast-Pitch Softball
Track	Cross-Country Track
Varsity Football	

Varsity Football:

To be eligible to play varsity football, a football player must be in grades 9-12 and be academically eligible. Students currently in the eighth grade may try out during spring training of their eighth-grade year, if they are academically eligible. Students transferring from another school, who are not academically eligible, will be given to the end of the six weeks in which they transfer to become eligible. The team will travel to and from games on the athletic bus, if available. Long trips, such as those to playoffs in Jackson, Mississippi, may be made by chartered bus, if funded by support organizations.

Varsity Basketball (Boys & Girls):

To be eligible to play varsity basketball, a student must be in grades 9-12 and be academically eligible. Eighth graders who are academically eligible may try out if it appears that a team roster will fall below fifteen players after the inclusion of football players. The team will normally use the athletic bus, if available. Chartered buses may be arranged by the athletic director.

Varsity Baseball and Softball:

To be eligible to play varsity baseball or varsity softball, a student must be in grades 9-12 and be academically eligible. Academically-eligible eighth graders may try out if a roster falls below twenty.

Junior Varsity Football:

To be eligible to play on this team, a player must be in the seventh, eighth, or ninth grade and be academically eligible. If a ninth grader plays varsity football, he may not play on this team. An exception may be requested from the Mississippi Association of Independent Schools (MAIS) on a week-to-week basis if sufficient varsity players become injured.

Fifth and Sixth Grade Basketball:

This sport is played only when sufficient games can be scheduled. Coaches are volunteers and travel is usually by private vehicle.

Tennis (Boys and Girls):

In order to try out for the tennis team, a student must be in grades 6-12 and be academically eligible. A pre-season tournament is held to determine the number of team members if more than eight boys or eight girls try out. The number of players in individual season matches is limited to the number of players on the opposing team. District tournaments are limited to seven male and seven female players. Through the district tournament level of play, the tennis coach determines who will represent the school on the team. The winners and runners-up in each division of the district tournament advance to the MAIS finals.

Golf:

In order to try out for the golf team, a student must be in grades 6-12 and be academically eligible. The coach sets a qualifying score and the number of five-player teams is determined by how many players attain the qualifying score. Male and female students school may have several teams (A, B, C), but only the "A" team players may qualify for district, regional, or MAIS golf tournaments. If the school has more than one five-person team, the coach determines on a tournament-to-tournament basis which players are on the different teams.

Track:

Students in grades 7-12 may tryout for the track team. The coach will set a qualifying time and the number of runners will be determined by these times and the number of eligible individual and team races allowed by MAIS.

Cross Country:

Students in grades 7-12 may tryout for the cross country team. The coach will set a qualifying time and the number of runners will be determined by these times and the number of eligible individual and team races allowed by MAIS.

General Rules and Regulations:**Grade Point Average (GPA):**

The minimum required GPA for a student to participate in athletics at Glenbrook School is 1.83, counting all subjects. A student may not make more than one "F" and participate. Eligibility will be computed on the six weeks grades and/or the semester/final grade.

Grade Level Required To Participate In Varsity Athletics:

In order to participate in varsity athletics—other than tennis, golf, and track – a student must be in grades ten through twelve. If a team's roster falls below the number specified for the sport involved, academically-eligible eighth or ninth grade may try out for the varsity team. In order for an eighth grader to try out, he/she must have the joint concurrence of the coach and the Headmaster. A

coach may choose to play the sport with fewer players than the number specified. The coach may make this decision before or after tryouts.

Conduct At Athletic Events:

Alcoholic beverages, drugs, weapons, and/or improper behavior including being under the influence of any drug or alcohol product are not allowed on the Glenbrook campus or at any Glenbrook sponsored event.

On trips, all athletes will dress and conduct themselves as representatives of their team and school.

The concepts of the MAIS is that member schools will make every effort to conduct all of their athletic contests on the basis of good sportsmanship, fair play, and ethical conduct. It is the duty of every school board member, administrator, faculty member, and coach to uphold and promote this concept.

The administrator, or his designated representative, at each athletic contest is responsible for the conduct and control of players, students, and fans of his school. The administrator of the host school has overall responsibility for crowd control and behavior (availability of police, general rules, and arrangements, etc.); however, this, in no way, relieves the representative of each school of the responsibility for the direct control of his players, students, and fans.

Spectators are not allowed on the fields or the courts during the athletic event. The MAIS imposes rather severe penalties and fines for violation of this rule. The cost of these fines and/or penalties will be passed on to the offender(s) and not borne by the school. Glenbrook School expects each of its spectators to behave in an exemplary manner.

Athletic Concerns:

If parents have a personal concern regarding a coach, that parent should first address the Athletic Director and/or Headmaster without directing comments to the coach.

Dressing Room/Locker Room:

Only student athletes involved in that athletic event are allowed in the locker/dressing rooms before, during, and after the athletic event.

Attendance:

If an athletic activity is held on a school day, a student must attend all of his/her classes that day to participate in the activity. This also applies to a practice or a rehearsal for such an activity. The only exceptions to this rule are a medical absence or an absence because of a school activity. In the case of medical

absence, a note from the medical practitioner that the student was seen in his/her office is required.

Transportation:

No participating student will be allowed to drive to any athletic event not held on the Glenbrook campus. JV and varsity will travel to and from athletic events on the athletic bus unless other arrangements have been made by the coach.

Participation in Athletics:

All athletes will be required to obtain physicals prior to participation in any sport. Written permission to play in that sport and agreement to follow the MAIS rules must be given by parents.

Weight Room Policy:

Only Glenbrook students who are currently enrolled will be allowed to lift in the weight room. A Glenbrook staff member who has received training in weight-lifting techniques and delegated by administrator will supervise them. The weight room will not be leased to individuals or groups.

Athletic Awards:

Athletic Jackets

To qualify for a letter in any varsity sport at Glenbrook, a student must attend varsity practices, games, and must remain on the team until the end of the season of that sport. Exception would be an injury with a doctor's excuse.

A student must participate for two varsity years at Glenbrook in any sport he/she wishes before he/she is eligible for a letter jacket. The eighth grade is not considered a qualifying year towards a letter jacket. A ninth-grader on the junior high team, the seventh through ninth grade teams, will have that year counted as a varsity year. The two-year rule will be waived for a first year participating senior.

No student will receive an athletic jacket until the end of his/her sophomore year. He/she must be attending Glenbrook at the time the jackets are awarded in order to receive an athletic jacket. If he/she is a graduating senior, he/she has the option of receiving a plaque instead of an athletic jacket. If an athlete has qualified for a jacket and his/her parents are transferred to a city where he/she is unable to attend Glenbrook, then he/she will still receive his/her athletic jacket.

Females will receive a jacket with a collar. Boys' jackets will have leather sleeves.

The Booster Club will be responsible for purchasing the athletic jacket and the letter "G", if the funds are available. Parents will be responsible for the

sport and bar and/or any additional name, number, or patches they wish to put on the jacket, and collars.

The Booster Club buys all jackets for athletes, cheerleaders, and Sundancers. Athletic jackets will be ordered in February and awarded by the Booster Club at the athletic banquet. Juniors and Seniors may be awarded their jacket at the end of the season of that sport.

Four-Year-Letter Blankets:

A student must participate four consecutive varsity years (9-12) in the same sport in either football, basketball, baseball, golf, softball, tennis, cheerleader, and/or dance line to qualify for a four-year-letter blanket. At least 2 years of participation at Glenbrook.

The Booster Club will be responsible for purchasing these blankets if funds are available. He/she must be attending Glenbrook at the time the blankets are awarded in order to receive one. If an athlete had qualified for a blanket and his/her parents are transferred to a city where he/she is unable to attend Glenbrook, then he/she will still receive his/her blanket. In the event of an accident/injury, the Athletic Director and Headmaster will jointly consider eligibility for a four-year-letter blanket.

Blankets will be ordered in February and awarded by the Booster Club at the athletic banquet.

EXTRA-CURRICULAR ACTIVITIES

Glenbrook School is established for, and has the goal of providing to its students, a well-rounded college-preparatory education. Toward that end, Glenbrook has established and maintained many extra-curricular activities. The academic and character requirements to participate in certain activities are well established either by the school or by a national or regional governing body. However, all students must maintain a **1.83 G.P.A.** to participate and **must be current in all tuition and fees due.** Participation in some activities is left to the discretion of the Sponsor or the Headmaster. Other activities are strictly competitive in nature with winners proceeding to the next higher level of competition.

Transportation:

No participating student will be allowed to drive to any extra-curricular activity that is not held on the Glenbrook campus. Transportation will be provided.

Attendance:

The attendance policy concerning all day attendance is applicable for any extra-curricular activities/events.

Club Information:

Each club is responsible for a constitution and must have a faculty sponsor. Clubs will have as a part of their membership requirement a service component. Club meetings will be held twice a month on Friday for 30 minutes. The schedule for which clubs will meet varies. All students are encouraged to participate in two (2) clubs.

The following clubs and organizations will be sponsored by Glenbrook. Those with an asterisk (*) designate a GPA, current account, or another requirement:

*Apache Princess Pageant	Spanish Club
*Close-Up	Student Council
4-H	*Sundancers
*FBLA	*Quiz Bowl
Book Club	SADD
Christian Club	SMILE
*Junior Varsity Cheerleaders	*Varsity Cheerleaders
Journalism	Parfleche
*Math Counts	
* National Honor Society	

Apache Princess: Each year the Headmaster decides how candidates for the pageant are selected. This is based upon the number of eligible, interested girls in grades nine, ten, and eleven. Applications to participate must be submitted by the girls by the close of the school day on a pre-selected date. Any girl whose application is not received on time will not be allowed to participate. Since the girl chosen as Apache Princess represents the school at area pageants, parades, and festivals, the Headmaster has the absolute right to reject any girl's application for reasons of character. Candidates must be re-registered for the following year and current in all tuition and fees due.

Book Club: The Book Club meets in the library once a month. Students in grades 7-12 are invited to join. The club will encourage students to read the assigned book for each six weeks and to share ideas and opinions about the book. The club will also have invited speakers who will broaden students' knowledge of different authors and literary genre.

Chess Club: The Chess Club will meet once a month to enjoy time to play the game with community leaders.

Christian Club: The Christian Club is an organization devoted to maintaining high moral standards at school and at athletic events. Devotions are arranged weekly and many lecturers are welcomed during the year. The club meets on Tuesday and Thursday during lunch in the biology lab.

Close-Up: This program is a one-week Washington, D.C. Government Study Program is open to students in grades 11-12 who are interested in American history and government.

4-H Club: Every month 4-H agents meet in the school for the regular 4-H meeting. Over 50 projects are available for youth 9-19. Some popular projects include computers, public speaking, animal science, personal development, foods and nutrition, home environment, automotive, and many others. Local, district, and state competition is made available for 4-H members. Thousands of dollars in local scholarships are available to outstanding 4-H members as well as numerous awards, trips, and camps. The 4-H program is a part of the LSU Agricultural Center.

FBLA: The FBLA is a national organization, focusing on preparing students for business, office, or business education careers. Members must be presently or previously enrolled in a business course. Members compete with their colleagues on local, district, state, regional, and national levels. Dues are required.

Journalism: So you think you have something to say? Say it - in the Tomahawk Talk! Become part of the written voice of Glenbrook School and showcase your writing talents in news, editorial, feature, sports, or humor stories, and computer talents with layout and design. It is a yearlong commitment for students that is challenging and fun.

Junior Varsity Cheerleaders: The same rules that apply to varsity cheerleaders apply to junior varsity cheerleaders. Junior Varsity Cheerleaders will be chosen from girls in grades 7-9.

Louisiana History Trip: The LA History Trip is an annual extended field trip for all 8th graders.

Math Counts: Math Counts is a national enrichment, coaching and competitive program that promotes middle school mathematics achievement. Students in the sixth, seventh, and eighth grades who are selected by their math teacher and who show interest in being a member are invited to join.

Music Club: Activities similar to Circle of Drums

National Honor Society: To become a member of the National Honor Society, a student must have a 3.5 GPA for induction. The person must exhibit leadership, character, and community service.

Parfleche: The yearbook staff consists of students who are interested in this type of computerized journalism. All are enrolled in Publications I or Publications II and must be a junior or senior.

Quiz Bowl: Quiz Bowl meets and prepares for tournament matches that include questions taken from a variety of subject matters, including history, art, literature, languages, mathematics, and science. The club is limited to 10 members, invitation only with a required teacher recommendation.

SADD: Students Against Destructive Decisions help to run campaigns that will remind students to make positive choices.

SMILE: Students Making Individual Lives Easier at Glenbrook (SMILE) members provide encouragement for students.

Spanish Club: The Spanish Club has as its purpose to increase awareness and knowledge about Spanish speaking countries and to practice conversation Spanish.

Student Council: The governing body of Glenbrook consists of president, vice-president, secretary, treasurer, parliamentarian, and representatives from grades 7-12. Each is elected from the student body. Requirements are put forth by the Headmaster yearly. Activities for the year are Alumni Homecoming Reception, blood drive, and Teacher Appreciation Week.

Sundancers: The same rules that apply to varsity cheerleaders apply to Sundancers. Sundancers will be chosen from girls in grades 8-12. There is no maximum number of girls chosen, however, a qualifying score is set and the number of dancers is determined by how many attain the qualifying score.

Tomahawk Talk: This newspaper is published once a month by the school counselor with assistance from Glenbrook students who choose to participate in this club. Included is a special senior edition. All members show an interest in and/or aptitude for journalism.

Varsity Cheerleaders: Varsity Cheerleader try-outs are held each spring. To be eligible to try out, a girl must be re-registered, tuition, and fees accounts current, have a 1.83 GPA for the six-week period prior to tryouts with no more than one "F", and must be in grades 10-12 the following school year. Cheerleaders will maintain a 1.83 GPA each six weeks while serving. If she fails to maintain a 1.83 GPA for two consecutive six weeks, she will be removed from the squad.

Dances and Social Events:

A police officer will be present at extra-curricular activities events at the expense of the sponsoring organization. The Headmaster must approve all school-sponsored events.

Appendix I

Rules for ISS

1. Be on time. Anyone who arrives after the door is closed is tardy and will receive an additional break or lunch detention.
2. Be in compliance with the dress code BEFORE you enter the room
3. Enter the room quietly and sit down, one person per table. Sit facing forward with your feet on the floor.
4. Do not talk. There will be no disruption of any kind (making noises, making faces, trying to get someone’s attention, laughing, etc.). The monitor will determine what is meant by “disruption.” If you are disruptive in any way, you will be removed from the classroom and given an office referral.
5. This is not a study hall—no reading or school work will be allowed.
6. You may not sleep. You may not put your head down on the desk.
7. No one will be allowed to leave the room (with the exception of getting lunch). You must use the restroom before or after detention.
8. Food:
 - a. Break: Bring your food to detention during break. No one will be allowed to leave the room to get food.
 - b. Lunch: Come to Room 2 first. After the roll has been take, the monitor and all students will walk together to the cafeteria. Do not talk or engage with anyone in the gym.
 - c. There is no microwave for your use.
 - d. Students are not allowed to go upstairs in the gym for any reason.
 - e. Food is eaten in silence.
 - f. All trash must been thrown away and the area where the you are eating clean.

Skipping ISS

If you skip:	You will be assigned:
Break	Another break plus one more day
Lunch	Another lunch plus one more day
Break and Lunch	Two additional days

If you continue to skip ISS (lunch, break, or both), you will be assigned a Saturday detention, which will be served in addition to the detentions you already have received. You have received this consequence because you skipped! You must continue to attend any daily detention that you have been assigned.

If you continue to skip detentions after serving a Saturday detention, you will be referred to the headmaster for further discipline action, which could include suspension from school.

.....
 I have read the rules printed above and understand the consequences of breaking these rules.
 Signature: _____ Date: _____